

Director, Athletic Donor Services  
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=264148>

Downloaded On: Dec. 21, 2025 11:37pm

Posted Oct. 20, 2025, set to expire Feb. 17, 2026

<b>Job Title</b>	Director, Athletic Donor Services
<b>Department</b>	Athletic Development TUF Contract
<b>Institution</b>	Auburn University Auburn, Alabama
<b>Date Posted</b>	Oct. 20, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Athletics
<b>Job Website</b>	<a href="https://www.auemployment.com/postings/56538">https://www.auemployment.com/postings/56538</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Job Summary

Do you want to be the driving force behind premium hospitality and donor engagement for Auburn Athletics? If so, then the **Director of Athletic Donor Services** may be the perfect role for you!

This position supports the strategic execution of premium seating operations and donor engagement initiatives for Tigers Unlimited. This role manages game-day logistics, donor hospitality, and seasonal programming across multiple sports venues, ensuring a high-quality experience for Auburn Athletics' most valued supporters. The Director supervises game-day staff, coordinates vendor services, and assists with donor events and stewardship efforts under the guidance of the Assistant Athletics Director.

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## Essential Functions

- Oversees day-to-day logistics for premium seating areas across football, basketball, equestrian, baseball, and gymnastics venues.
- Coordinates catering, setup, cleaning, and customer service in collaboration with vendors and facilities teams.
- Monitors food quality, service standards, and post-event feedback to ensure continuous improvement.
- Assists in planning and executing donor-focused events, including receptions, dedications, away game activations, and bowl game functions. Manages invitation lists, RSVPs, event setup, and on-site logistics.
- Travels as needed to support post-season donor events.
- Recruits, trains, and supervises seasonal staff, including Tigers Unlimited Ambassadors, Graduate Assistants, and volunteers.
- Provides game-day leadership and ensures staff are equipped with schedules, scripts, and service expectations. Supports payroll processing and staff performance evaluations.
- Assists with vendor communications, contract execution, and compliance with university and SEC policies.
- Tracks expenses and supports budget reviews for premium services and donor events. Assists with managing purchasing card usage and vendor payments through university systems.
- Contributes to donor stewardship efforts, including surveys, newsletters, and event follow-ups.
- Maintains accurate records and assists with donor data entry and reporting.
- Ensures all activities comply with NCAA, SEC, and Auburn University regulations.
- Collaborates with Athletics, Facilities, and Development teams to support capital projects and donor initiatives.
- Performs other duties as assigned.

## Why Work at Auburn?

- **Life-Changing Impact:** Our work changes lives through research, instruction, and outreach, making a lasting impact on our students, our communities, and the world.
- **Culture of Excellence:** We are committed to leveraging our strengths, resources, collaboration, and innovation as a top employer in higher education.
- **We're Here for You:** Auburn offers generous benefits, educational opportunities, and a culture of support and work/life balance.
- **Sweet Home Alabama:** The Auburn/Opelika area offers southern charm, vibrant downtown scenes, top-ranked schools, and easy access to Atlanta, Birmingham, and the Gulf of

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Mexico beaches.

- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty, staff, and students are welcomed, valued, respected, and engaged.

Ready to lead and shape the future of higher education? Apply today! War Eagle!

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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